



WILLIAM T FUJIOKA  
Chief Executive Officer

## County of Los Angeles CHIEF EXECUTIVE OFFICE

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January 21, 2010

To: All Department Heads

From: William T Fujioka  
Chief Executive Officer

A handwritten signature in black ink, appearing to be "WTF", followed by a stylized flourish.

Board of Supervisors  
GLORIA MOLINA  
First District

MARK RIDLEY-THOMAS  
Second District

ZEV YAROSLAVSKY  
Third District

DON KNABE  
Fourth District

MICHAEL D. ANTONOVICH  
Fifth District

### USE OF SHERIFF DEPARTMENT PRINT SHOP

This memo is to advise departments of the option of using the Sheriff Print Shop for most print shop needs.

In the current budget environment, departments are already finding ways to reduce printing costs by electronically distributing newsletters and other documents. Where print shop work is still required, the Sheriff Print Shop may be a feasible cost-saving alternative.

The Sheriff Print Shop will provide price quotes to departments after reviewing each job's specific requirements. Departments are encouraged to compare the Sheriff's pricing to that obtained from outside printing vendors to select the less costly option. ISD's Purchasing and Contracts Bulletin (attached) provides program details and Sheriff Print Shop contact information.

Please note that the Sheriff Print Shop generally requires a lead time of 2 – 3 weeks, so this option may not be feasible for time-critical projects. The Sheriff also cannot provide some complex print work (e.g., graphic design or highly detailed print work).

Thank you for your ongoing efforts to reduce operating costs. If you have any questions, please contact Ellen Sandt at 213-974-1186 or [esandt@ceo.lacounty.gov](mailto:esandt@ceo.lacounty.gov).

WTF:EFS:ef

Attachment

c: Administrative Deputies

*"To Enrich Lives Through Effective And Caring Service"*

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Intra-County Correspondence Sent Electronically Only***

**INTERNAL SERVICES DEPT.  
PURCHASING & CONTRACTS  
BULLETIN**

1100 N. EASTERN AVE.  
LOS ANGELES, CA 90063

BULLETIN NO.: (UNIVERS 8)

ISSUE DATE: (UNIVERS 8)

MAILING LISTS: (UNIVERS 8)

FOR INFORMATION:  
(DPA)  
Ph:

**ATTENTION: ADMINISTRATIVE DEPUTIES, MATERIALS MANAGERS, PROCUREMENT OFFICES AND SUPPLY OFFICERS**

**SUBJECT: USE OF THE SHERIFF PRINT SHOP BY COUNTY DEPARTMENTS**

In order to address the ongoing difficulties with the County's economic and budgetary conditions, it is imperative that all County departments implement any cost savings measures that are available to them. One potential cost savings opportunity is the use of the Sheriff's Department Print Shop in lieu of using contractors or vendors for routine departmental printing requirements.

Overview

The Sheriff's Department operates and maintains vocational training Print Shop at its North County Correctional Facility that present viable and cost effective alternatives to County departments for their printing requirements.

The Sheriff Print Shop has most of the equipment a full-service print shop might have, including the ability to:

- Print soft cover books, booklets, bumper stickers, brochures, envelopes, flyers, forms, invitations, posters (max size 11"X17"), programs, reference cards, tickets (perforated, numbered)
- Print 1 – 4 colors
- Print on two-sides at the same time
- Print in Thermographic (or raised lettering)
- Print purchased envelopes; primarily 9's and 10's; No clasps; minimum order 2500 – do not convert (make envelopes)
- Laminate - maximum width 30"
- Provide padding, saddle stitching, perfect binding, spline stitch, comb, velo and spiral binding and sorting.

**See attached brochure**

Lead Time and Delivery

Typical lead for jobs: 2-3 weeks

Delivery includes: will-call, or messenger by the Sheriff's Department

## Cost

The cost to County departments will be based on the price of the paper and/or other supplies needed to meet the requirements of the job and will be in accordance with industry standards. The Sheriff's Department will provide County departments with a quote prior to commencing with any work.

## Limitations

Although it would serve as a viable alternative for County departments to have basic printing services accomplished, the limitations associated with using the Sheriff Print Shop would include:

Lack of graphic design services. In many cases, departments use the agreement vendors to design forms, posters, etc. based on a concept. The Sheriff Print Shop is a vocational training operation that is specific to printing, and does not possess graphic design capabilities. However, if departments have a pre-designed, press ready form or printing requirement, it can be handled accordingly by the Sheriff Print Shop.

Stock or on-hand supplies. The Sheriff Print Shop maintains a limited on-hand paper and supply inventory, which may further affect lead times for department requirements.

Capability to handle multiple jobs. Although the Sheriff Print Shop can handle large printing requirements, there may be instances where multiple large print jobs from several departments cannot be accomplished within established timeframes. For example, departments that routinely have time-sensitive printing requirements will call multiple agreement vendors and select one that has an open press.

Distribution of project materials. The Sheriff Print Shop currently handles distribution of project materials via will-call or department messenger. Any substantial increase in delivery requirements may result in delays. Therefore, it may not be suitable for any project that relied on a critical timeframe or deadline.

Facility security. The Print Shop is located in a jail facility. Therefore, press proofs must be pre-scheduled with print shop personnel.

Accuracy of printing. As a vocational training operation, the work may not be 100% accurate. However, remedies will be set into place to ensure that the job meets the County department's requirements.

## Departmental Responsibility

Although it may not be suitable for projects requiring graphic design, multi-color, intricate detail or those projects where critical timeframes are required, County departments should use the Sheriff Print Shop for their routine printing needs whenever feasible and available.

As such, departments are responsible to contact the Sheriff Print Shop for their printing requirements to determine whether their needs can be met prior to reaching out to any agreement vendor(s).

CONTACT INFORMATION:

Jail Enterprises Unit  
Pitchess Detention Center  
Los Angeles County Sheriff's Department

[JailEnterprisesUnit@LASD.org](mailto:JailEnterprisesUnit@LASD.org)

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Sgt. Anthony Gunn: (661) 294-6308